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5 February 1957

MEMORANDUM FOR: Acting Chief, Intelligence School

SUBJECT: Weekly Activities Report No. 6, 29 January - 5 February

1. Second Special Management Presentation for FE. The Training Officer of the FE Division has inquired as to the possibility of a second Management (Special) Presentation for the branch and desk chiefs of the FE Division. He was advised that no commitments could be made at this time. (See paragraph 4) It was agreed, however, that a formal request would be forwarded through channels for our further consideration.

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2. Basic Supervision. Basic Supervision #27 (GS 9-11) commenced 4 February with the maximum enrollment of [] Of the students, [] are from the DDI, [] are from the DDS, [] are from the DDP and [] from the Cable Secretariat.

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3. Basic Management. Basic Management #31 concluded 1 February. For the first time, we presented the course in 9 days, the loss of a day being due to the Inauguration on 21 January. Part of the lost 4 hours was compensated for by the assignment of work to be done outside of class.

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4. Personnel. As noted previously, the Management Training Branch is fast becoming the "little branch that wasn't there." Since assumption of duties as Acting Chief of the Intelligence School in December, [] participation has necessarily been limited. Mr. [] is scheduled to leave on or about 8 April, and will spend a few days in the Comptroller's Office before that date. Thus, the main burden of carrying on day to day operations and of providing continuity into the future necessarily rests on [] No replacement for either [] has as yet been selected.

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